



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE:	Workforce Equality, Diversity and Inclusion Lead
Grade:	ME14
Department:	Corporate Services, Human Resources
Location:	Merton Civic Centre
Responsible to:	Head of Human Resources
Responsible for:	
Post number:	tbc
	Date: November 2021

MAIN PURPOSE

- To champion and drive the Council's equality, diversity and inclusion initiatives in relation to employees and the Council's internal workforce.
- To create a cohesive equality, diversity & inclusion in employment strategy which has the support of key stakeholders.
- Be responsible for the effective execution of the strategy and its constituent components
- Leading on and developing innovative, sustainable approaches to equality, diversity and inclusion activity and providing effective leadership, advice and support to councillors and officers across the borough in order to deliver this.
- This includes being the lead on the ED&I workstream as part of the councils workforce strategy with ultimate responsibility for all key deliverables contained therein.

MAIN DUTIES AND RESPONSIBILITIES

- To provide high quality leadership, advice and support to Members, Directors, Heads of Service, managers and partners in relation to ED&I matters, in order to develop and implement Council-wide workforce equality, diversity, and inclusion policies and programmes, including:
 - Creating, delivering and maintaining a corporate workforce equality, diversity, and inclusion policy, in line with legislation, the latest Government guidance and national best practice.
 - Coordinate with the Employee Relations Pay and Rewards Manager on matters in relation to ED&I within the Council's wider HR policies;
 - Leading on ensuring Council-wide compliance with the Equalities standard for Local government in relation to the workforce;
 - Advising and supporting, as appropriate, local internal equality, diversity and inclusion networks and steering groups including internal Interfaith Forums; the internal LGBTQIA+ network, internal Ability Group and the internal Race Equality Network
 - Promoting and facilitating cultural change within the organisation that will contribute to developing and strengthening equality, diversity, and inclusion, policies and programmes and a dynamic learning environment and embedded good practice
 - Be the lead on the ED&I workstream as part of the councils workforce strategy with ultimate responsibility for all key deliverables contained therein
 - Lead the development and promotion of key ED&I calendar events including, but not limited to, Black History Month, LGBT history month, race equality week in coordination with the Council's Equalities & Community Cohesion Officer
 - Coordinate with the Council's Equalities & Community Cohesion Officer in relation to the Councils overall Equalities and Community Cohesion Strategy and agenda.
 - Lead the organisation in designing and implementing any ED&I focused workforce surveys, including reviewing the outputs from these surveys and formulating key recommendations. Producing a recommendation paper as appropriate for CMT and leading on all solutions.
 - In conjunction with the Employee Relations, Pay and Rewards Manager produce the annual Equalities in Employment monitoring report, quarterly equalities monitoring, the WRES return and other benchmarking returns.
 - Produce ED&I related reports for the Corporate Management team and Council Committees
 - Responsible for overseeing the council's mutual mentoring programme and bringing in the bystander training
 - Creating a recommended list of appropriate Anti-racism training
 - Developing and implementing programmes aimed at improving understanding and awareness of equality, diversity, and inclusion among officers and councillors in co-ordination with the Organisational Development team.;
 - Project managing and/or leading major related reviews, as required;
- To keep abreast of developments in the field of diversity, equalities and inclusion and ensure that council operates in compliance with appropriate legislative and regulatory requirements and good practice



- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility
- Any other duties as requested by the Head of HR.



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PERSON SPECIFICATION**

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Qualifications and Experience

Professional and post specific requirements

- Experience of senior level policy, diversity, equality and inclusion work in a public sector organisation or similar
- Experience in providing advice to and influencing a senior audience
- Experience of developing and delivering effective ED&I strategies
- Experience of working closely with and advising Councillors
- Experience in managing and delivering ED&I projects and associated activities

Skills and Knowledge

Professional and post specific requirements

- Good understanding of the functions of local government and knowledge of the key issues facing local government
- Knowledge and understanding of current legislation, policies and practices with regard to diversity, equalities and inclusion, including equalities legislation, Equality and Human Rights Commission codes of practice, European Commission Directives relating to equality and WRES standards
- Knowledge and awareness of the issues involved when working within a diverse staffing group
- Able to provide leadership and vision to officers and members and to champion diversity, equalities and inclusion across the Council
- Able to manage conflict to ensure a positive outcome
- Able to evaluate, interpret and analyse a variety of qualitative and quantitative information, presenting it in a way that is clear and easily understood
- Able to identify creative, realistic solutions to problems and deal appropriately with issues with may be controversial or sensitive
- Able to work under pressure, manage competing priorities and achieve tight deadlines
- Able to establish and develop positive relationships, both internally and externally, and influence a wide range of people
- Able to demonstrate understanding of political sensitivities
- Self motivated and able to work on own initiative
- Able to represent the Council and liaise with external organisations as appropriate
- Good IT skills, including use of Microsoft Word, Excel and Outlook packages



Personal requirements

- Good communication skills, both orally and in writing
- Good numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached).